

15 MAY 2004

Personnel



**UNITED STATES AIR FORCES IN EUROPE
CHAPLAIN SERVICE AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ USAFE/HCX
(SSgt Jeremy G. Brittain)
Supersedes USAFEI 36-2804, 12 January 2002.

Certified by: HQ USAFE/HCX
(Ch Lt Col Jeffrey G. Guild)

Pages: 8
Distribution: F

This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*. It establishes United States Air Forces in Europe (USAFE) policy, procedures, and guidelines for a program to select annually, outstanding Chaplains, Chaplain Assistants, and Chapel Teams in direct support of the USAFE Chaplain Service mission. It applies to USAFE wings, main operating bases, and geographically separated units. It does not apply to Air National Guard and Air Force Reserve chaplains and chaplain assistants except under Title 10 orders. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF REVISIONS

This instruction is revised to include changes in the basic award categories (paragraph 2.), change to award period (paragraph 3.), nomination package format (paragraph 4.2.2.) and suspense date (paragraph 4.4.). Revisions are indicated by a vertical bar in the left margin. A bar (|) indicates revision from the previous edition.

1. General. This program is designed to enhance and expand individual recognition programs to support Air Force policy to officially and publicly recognize outstanding achievement. All individuals who meet the selection criteria will be considered.

2. Types of Awards:

2.1. Outstanding USAFE Chaplain Service Individual and Team Awards. The Plans, Programs, and Evaluations Division, Office of Command Chaplain (HQ USAFE/HCX) implements and manages the annual outstanding individual and team award programs. One individual is selected in each

category to receive the award. Chapel sections may nominate one individual in each category and submit a nomination for the team award.

2.2. **Award Categories.** Categories for nomination include the positions listed in [Table 1.](#)

Table 1. Award Categories.

Title of Award	Eligibility
Outstanding USAFE Chaplain Service Airman	AFSC 5R0X1 (E1 - E4)
Outstanding USAFE Chaplain Service NCO	AFSC 5R0X1 (E5 - E6)
Outstanding USAFE Chaplain Service SNCO	AFSC 5R0X1 (E7 - E8)
Outstanding USAFE Company Grade Chaplain	AFSC 52R (O1-O3 chaplains excluding Installation Chaplain or equivalent at bases with more than one chaplain assigned)
Outstanding USAFE Field Grade Chaplain	AFSC 52R (O4-O5 chaplains excluding Wing Chaplain or equivalent at bases with more than one chaplain assigned)
Outstanding USAFE Chaplain Service Team	
Main Operating Base (MOB)	MOBs (Aviano AB IT, Incirlik AB TU, NAS Keflavik IS, Lajes Field PO, RAF Lakenheath UK, RAF Mildenhall UK, Ramstein AB GE, Spangdahlem AB GE)
Geographically Separated Unit (GSU)	GSUs (RAF Alconbury UK, Ankara TU, RAF Croughton UK, RAF Fairford UK, NATO AB Geilenkirchen GE, Izmir AS TU, Moron AB SP, Rhein-Main AB GE, Stavanger AB NO, Vokel AB NL)

2.3. **Nominations.** Nominate individuals who are certified or qualified in the respective Air Force Specialty Code (AFSC) and have no pending administrative actions.

2.4. Noneligible for Nominations:

- 2.4.1. Wing Chaplains, or equivalent at bases with more than one chaplain assigned.
- 2.4.2. Colonels.
- 2.4.3. Chief Master Sergeants.

3. Award Period. Individuals and teams will be considered for the period of 1 January to 31 December.

4. Nomination Procedures:

4.1. Wing Chaplains or the equivalent will ensure each nominee's performance and conduct is worthy of special recognition. Personnel who were administered disciplinary punishment, judicial or nonjudicial, during the past 12 months are not eligible for nomination.

4.2. The nomination package includes:

4.2.1. Nomination letter signed by the Wing Commander or equivalent.

4.2.2. AF Form 1206, **Nomination for Award**, with subcategories according to [Attachment 2 through 4](#); one-page, front only.

4.3. In the nomination packages, use bullet statements to describe accomplishments during the award period. Emphasize results. Include comments on military bearing and behavior.

4.4. Nomination folders should arrive at HQ USAFE/HCX, Unit 3050, Box 50, APO AE 09094-0050, no later than 31 January.

5. Selection Criteria. The following information constitutes the criteria and source of the evaluation:

5.1. Outstanding USAFE Chaplain Service Airman of the Year, Noncommissioned Officer (NCO) of the Year, and Senior Noncommissioned Officer (SNCO) of the Year include:

5.1.1. Job Performance (achievements in primary duties; quality, quantity, timeliness).

5.1.2. Self-improvement (Professional Military Education, on-the-job-training, off-duty education).

5.1.3. Positive Representative of the Air Force (community involvement and activities).

5.1.4. Communication Skills (examples of oral and written skills).

5.2. Outstanding Company Grade USAFE Chaplain of the Year and Outstanding Field Grade USAFE Chaplain of the Year include:

5.2.1. Scope of responsibility (programs responsible for; level of responsibility).

5.2.2. Job performance (achievements in primary duties; quality, quantity, timeliness).

5.2.3. Leadership (examples of demonstrated leadership abilities).

5.2.4. Innovative ministries (creative and innovative ministries created or led).

5.3. Outstanding USAFE Chaplain Service Team of the Year (MOB or GSU) include:

5.3.1. Impact on Wing Mission (benefits provided to the wing).

5.3.2. Management (facilities, resources, administration, programs).

5.3.3. Training (staff and laity).

5.3.4. Customer Satisfaction (surveys, recognition).

5.3.5. Ministries and Programs offered (scope and impact).

6. Selection Procedures. The chief of HQ USAFE/HCX chairs a five-member board that selects the winners. The board membership is composed of at least two senior NCOs and three Field Grade officers. Command Chaplain (USAFE/HC) appoints an NCO, how is assigned to USAFE/HC, to serve as recorder.

STEPHEN L. FRICK, Chaplain, Colonel, USAF
Command Chaplain

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Program*

Abbreviations and Acronyms

AFSC—Air Force Specialty Code

GSU—Geographically Separated Unit

MOB—Main Operating Base

NCO—Noncommissioned officer

SNCO—Senior Noncommissioned officer

USAFE—United States Air Forces in Europe

Attachment 2**SAMPLE NOMINATION PACKAGE FOR AIRMAN, NONCOMMISSIONED OFFICER
AND SENIOR NONCOMMISSIONED**

A2.1. The following are example entries for AF Form 1206:

A2.1.1. **Award.** Outstanding HQ USAFE/HC Annual Awards

A2.1.2. **Category.** Airman, NCO, SNCO

A2.1.3. **Award Period.** 1 January--31 December

A2.1.4. **Rank and Name of Nominee through Rank and Name of Unit Commander.**
Self-explanatory

A2.1.5. **Specific Accomplishments.** Use the following categories with bullet-formatted sentences for inputs:

A2.1.5.1. **Job Performance.** Use sentences such as the following example for describing job performance:

--Superb bookkeeper! Developed and implemented new Chapel Tithes and Offerings Fund accounting procedures which reduced man-hours spent by 25 percent; allowed him to take on increased responsibilities to better distribute workload among enlisted staff members

A2.1.5.2. **Self Improvement.** Use sentences such as the following example for describing self improvements:

--Aggressively pursued upgrade training; completed all career development course (CDC) volumes in 2 months; scored 98 percent on end-of-course exam

A2.1.5.3. **Positive Representative of the Air Force.** Use sentences such as the following example for describing how the individual has been a positive representative of the Air Force:

--Served as committee chairperson for Special Olympics; organized events for over 100 participants

A2.1.5.4. **Communication Skills.** Use sentences such as the following example for describing communication skills:

--Superb speaker! Presented a briefing on Chaplain Tithes and Offerings Fund procedures to over 200 chapel volunteers; praised for his speaking ability by Parish Council President

Attachment 3**SAMPLE NOMINATION PACKAGE FOR COMPANY GRADE CHAPLAIN
AND FIELD GRADE CHAPLAIN**

A3.1. The following are example entries for the AF Form 1206:

A3.1.1. **Award.** Outstanding HQ USAFE/HC Annual Awards

A3.1.2. **Category.** Company Grade Chaplain, Field Grade Chaplain

A3.1.3. **Award Period.** 1 January--31 December

A3.1.4. **Rank and Name of Individual through Rank and Name of Unit Commander.**
Self-explanatory

A3.1.5. **Specific Accomplishments.** Use the following categories with bullet-formatted sentences for inputs:

A3.1.5.1. **Scope of Responsibility.** Use sentences such as the following example for describing the scope of responsibility:

--Superbly served as Senior Protestant Chaplain while supervising four chaplains in the implementation of a comprehensive Protestant religious program; resulting in the creation of four new outreach programs which reached over 200 people per weekend

A3.1.5.2. **Job Performance.** Use sentences such as the following example for describing job performance:

--Superior managerial and organizational abilities resulted in the revitalization of the Catholic parish council; created a framework and timetable to totally reorganize and empower a council which had become totally ineffective

--Led the development of a comprehensive Jewish program schedule which was inline with community needs and fully funded

A3.1.5.3. **Leadership.** Use sentences such as the following example when describing leadership.

--Tremendous mentor to young chaplains! Provided the appropriate amount of guidance to three chaplains capitalized on their unique capabilities resulting in the Protestant program received an outstanding customer satisfaction rating

A3.1.5.4. **Innovative Ministries.** Use sentences such as the following example when describing innovative ministries:

--Initiated a "Coffeehouse" singles outreach program which offered an alcohol-free alternative attended by more than 200 people on Friday and Saturday nights; resulted in a decrease in alcohol-related incidents on and off-base

Attachment 4**SAMPLE TEAM NOMINATION PACKAGE****A4.1. The following are example entries for the AF Form 1206:**

A4.1.1. **Award.** Outstanding HQ USAFE/HC Annual Awards

A4.1.2. **Category.** Team (MOB and GSU)

A4.1.3. **Award Period.** 1 January--31 December

A4.1.4. **Give Rank and Name of each individual on the Staff (Team) and Name of Unit Commander.** Self-explanatory

A4.1.5. **Specific Accomplishments.** Use the following categories with bullet-formatted sentences for inputs:

A4.1.5.1. **Impact on Wing Mission.** Use sentences such as the following example when describing impact on wing mission:

--Totally involved! Chaplains are strategically placed at key locations around the base maximizing effectiveness; unit personnel have greater access to chaplains which provides dramatic benefits in terms of identifying personnel needing crisis counseling

A4.1.5.2. **Management.** Use sentences such as the following example when describing management:

--Superbly managed the relocation of all chapel services and programs during a 6-month renovation of existing chapel facilities; resulted in zero programs being cancelled and all worship services continuing without interruption

A4.1.5.3. **Training.** Use sentences such as the following example when describing training:

--Developed quarterly comprehensive lay training sessions to empower lay volunteers; resulted in a 15 percent increase in time available for unit visitation and counseling

A4.1.5.4. **Customer Satisfaction.** Use sentences such as the following example when describing customer satisfaction:

--Received a "4" rating, with five the highest possible, during the annual customer satisfaction survey of unit personnel, parishioners, and Commanders and First Sergeants; resulted in a full point increase from last year's survey results

A4.1.5.5. **Ministries and Programs Offered.** Use sentences such as following example when describing ministries and programs offered:

--The capstone program is our vibrant "Singles Outreach Ministry" highlighted by our Coffeehouse initiative

--The Coffeehouse serves as an alternative to the local nightlife and offers fellowship, food, entertainment to over 200 singles per weekend; resulted in a 10 percent decrease in alcohol-related incidents since the first meeting